



# Job Opportunity

## State Controller's Office

**Position:** Staff Management Auditor (Specialist) (2 positions) | Statewide

**Location:** Division of Audits (Sacramento)  
300 Capitol Mall, Suite 418, Sacramento, CA 95814

**Issue Date:** June 7, 2006

**Final Filing Date:** Until Filled

**Contact/Telephone:**

Laura Nicholls, (916) 323-1598

**Who May Apply:** Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply.

**California Relay Service:** 1-800-735-2929

**Position Number(s):** 051-640-4155-XXX

*Please call (916)323-3055 to request reasonable accommodations*

### Scope of the Position:

With direction provided by a Senior Management Auditor, the incumbent will perform at the advanced journey level by examining organization operations and internal management controls and conducting the most complex technical audits of fiscal and management procedures and practices of agencies and other organization subject to review by the Office of the State Controller. Duties include but are not limited to the following:

### Duties and Responsibilities:

*Candidates must perform the following essential functions with or without reasonable accommodations*

- Act as audit team leader by planning, coordinating, and conducting the most complex audit assignments to ensure compliance with the appropriate legislation governing operation of the organization under review. Assess the account information to determine if proper accountability has been maintained. Integrate audit objectives as established by management concerning budgeted hours and effective use of time into each audit assignment.
- Provide technical consultative service for management concerning the preparation of reports and the presentations of audit findings.
- Provide training for auditors in developing audit findings and recommendations.
- Evaluate and apply all laws, rules regulations, legal opinions, and/or legislation applicable to the more complex audit assignments.
- Verify reconciliation of accounts and determine the accuracy of financial statements of a complex and sensitive nature for the purposes of identifying any inappropriate entries or uses.
- Travel to and from audit site.

**Desirable Qualification:** Current and Valid Driver's License.



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



*Applications will be screened and only the most qualified will be interviewed*

**How to Apply:**

**All hires will be subject to a background check.**

**For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.**

Please submit a STD. 678 State Application and Résumé to:

**State Controller's Office**

Division of Audits

300 Capitol Mall, Suite 418

Sacramento, CA 95814

Attn: Laura Nicholls



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